

Angela M. Baker

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EDUCATION & TRAINING

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|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| DeKalb High School – Waterloo, Indiana | Graduated 1989 |
| IPFW – Fort Wayne - Human Resources | General Courses Completed |
| Women's Enterprise – Business Start-Up Entrepreneur Program | Certificate 2001 |
| ExecuTrain – Word, Excel, and PowerPoint | Certificates |
| IPFW Continuing Ed – Website Design/HTML | Certificate 2013 |
| American Red Cross – Critical Care Training | Certificate 2019 |
| Lilly Family School of Philanthropy – Fundraising School Training Course | Certificate 2016 |
| Riley Child Development Center – LEND Trainee (Leadership Education in Neurodevelopmental & Related Disabilities) | 2017 - 2018 |
| Acrobat Adobe 11 – Fillable Forms | 2018 |
| YouTube Certification Course | 2019 |
| Eleven Fifty Academy – Web Development | Currently enrolled |

PROFESSIONAL EXPERIENCE

Executive Assistant

Habitat For Humanity 2020 – Present

Executive Assistant

Northeast Indiana Solid Waste Management District 2016 – 2020

- Support staff with general administrative duties. Phones, copies, staff vacation coverage.
- Responsible for all IDEM Compost Lot/Yard Waste Permits.
- Create educational videos to post on the District social media sites.
- Create website content and newsletters. Photographer & Video Editing

Commercial Cleaning & Contracted Administrative Assistant – Owner

Angela Baker Organization, LLC. – ABO, LLC 2004 – Present

- Commercial and residential cleaning
- DeKalb County Soil & Water District – Contracted Administrative Support 2012-2016

Participant Assistance and Care (PAC) Regional Support Specialist

Forte Residential – Medicaid Waiver Service Provider 2018 – Present

- Assist consumers with transitioning to independent living.
- Help with job coaching and money management
- Basic life skill coaching
- Approved staff caregiver notes making sure that they are compliant with Medicaid requirements.
- Generated weekly reports for the Case Coordinators regarding client and consumer updates and goal tracking.

COMMUNITY & FAMILY SERVICES

- ✦ Junior Achievement Classroom Volunteer (BizTown) * 2004 – 2007
- ✦ International Women's Day Celebration – Committee member/Fort Wayne * 2008 – 2011
- ✦ Auburn Arts Commission – Volunteer * 2005 – 2015
- ✦ Public Library Music performance for after school programs * 2010-2013
- ✦ ASK Foundation – ASK Champion Volunteer * 2010 – 2016
- ✦ ASK Foundation – Contracted Parent Trainer for Special Needs Services * 2016-2017
- ✦ Children's Special Health Care Services (CSHCS) Family Advisory Council * 2012 – 2015
- ✦ Auburn Arts Commission – Board Member * 2016 – 2018
- ✦ Fort Wayne Original Art and Music Festival – Organizer for Original Music Concert * 2016 – 2017
- ✦ Riley Child Development Center LEND Fellow Family Leadership Training * 2017 – 2018